



**BOXBOROUGH PLANNING BOARD**  
29 Middle Road, Boxborough, Massachusetts 01719  
Phone: (978) 264-1723 • Fax: (978) 264-3127  
www.town.boxborough.ma.us

James Faulkner, Chairman   Eduardo Pontoriero, Clerk   Owen Neville   John Markiewicz   Nancy Fillmore

**Meeting Minutes**  
**February 24, 2014**  
**7:30 p.m.**

Members present:

James Faulkner, Chair  
Eduardo Pontoriero, Clerk  
Owen Neville, Member (arrived 7:40pm)  
Nancy Fillmore, Member  
John Markiewicz, Member  
Elizabeth Hughes, Town Planner

The Chair called the meeting to order at 7:34 pm.

**Meeting Minutes January 27, 2014**

On a motion by Mr. Faulkner, seconded by Ms. Fillmore, the previously approved minutes of January 27, 2014 were unanimously approved as corrected.

On a motion by Ms. Fillmore, seconded by Mr. Pontoriero, the minutes of February 10, 2014 were unanimously approved as amended.

**MAPC Master Plan Update Scope of Work Discussion**

The Board reviewed the preliminary draft scope of work from MAPC to do an update to the Master Plan. Mr. Pontoriero felt that the town first had to decide what direction the community should go, whether it was to attract business or younger families or some other aspect, and have that vision before you move on to each component of the plan. Mr. Pontoriero thought each item in the scope of work was a disjointed piece with no thread tying things together in a vision for the town. He suggested that the Board focus energy into figuring out what type of town Boxborough should be. Mr. Markiewicz commented about the big picture vision of a Master Plan and the reality of getting the plan completed to be in compliance with state law.

The Board discussed presenting a funding article at Town Meeting and needing to have a better understanding of the reason why the Town needs a Master Plan, the value the Town has received over the years and the justification for the cost. The Town Planner stated she would see if MAPC was available to come to the Board's meeting March 3<sup>rd</sup> to discuss the direction and focus of the scope of work and the cost.

**Boxborough Town Center Definitive Subdivision Plan Continued Public Hearing**

The Chair reconvened the public hearing at 8:20 pm, noting there was no one from the public in attendance. Mr. Faulkner informed the Board the applicant had requested a continuance to the public hearing until March 24<sup>th</sup> and granted a time extension to the 90-day period until April 8<sup>th</sup>.

Mr. Pontoriero moved to continue the public hearing to 7:45 pm on March 24<sup>th</sup> and accept the time extension to April 8<sup>th</sup>. The motion was seconded by Mr. Neville with all voting in favor.

### **2014 Annual Town Meeting Proposed Zoning Bylaw Amendments Public Hearing**

The Chair opened the public hearing for the proposed 2014 Annual Town Meeting Zoning Bylaw Amendments at 8:22 pm, noting there was no one from the public in attendance.

The Board reviewed the draft Flood Plain Bylaw amendment. The Town Planner explained that she had received some comments from a citizen that she forwarded to the NFIP Coordinator for review, who did not have any issues with the minor changes. The Board accepted the changes. Mr. Markiewicz questioned how the proposed bylaw would be received by Town Meeting with the recent press regarding flood insurance. The Town Planner explained the difference between the changes to the FIRM maps by FEMA as a result of the Concord River Watershed study and the effects of the Biggert-Waters Act which is legislation enacted by congress. Ms. Hughes suggested she put together a few bullet points regarding the differences that could be used during Town Meeting should question arise. The Board thought that would be helpful.

The Board reviewed the draft Private Common Driveway Bylaw amendment. Ms. Hughes explained the suggested changes by Town Council. The Board discussed the ramifications of having the construction standards as guidelines and determined having the flexibility to alter the construction standards if the merits of the request were sufficient was a more practical application then requiring an applicant get a variance from the Board of Appeals.

The Board reviewed the draft Marijuana Bylaw and the recommendation from Town Counsel that the definition matches the one in the Department of Public Health's Regulations. The Board agreed with Town Counsel's recommendation to change the definition.

With no further business, the meeting was adjourned at 9:00 pm on a motion by Mr. Markiewicz, seconded by Ms. Fillmore with all voting in favor.

On Behalf of the Boxborough Planning Board



Eduardo Pontoriero, Clerk